

Recruitment and Outreach Technician
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258365>

Downloaded On: Aug. 5, 2025 11:49am

Posted Jun. 17, 2025, set to expire Apr. 28, 2026

Job Title Recruitment and Outreach Technician

Department Student Services

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Jun. 17, 2025

Application Open until filled

Deadline

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Administration - Student Affairs

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/4963740/recruitment-and-outreach-technician>

Apply By Email

Job Description

Job Description: Recruitment and Outreach Technician

CSEA Range 25; Full-time/Non Exempt; 40 hours per week; 12 months per year

Tentative First Interviews: Week of August 11, 2025 **(Zoom)**

Tentative Second Interviews: Week of August 18, 2025 **(In Person)**

Anticipated Start Date: September 2, 2025

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Application Tips for Success

Additional Resources:

- [About Butte College](#)
- [Relocation Incentive](#)
- [Housing Resources](#)
- [Travel Reimbursement for Interviews](#)

POSITION HIGHLIGHTS:

Are you passionate about making a difference in the lives of students and communities? Butte College is looking for a dynamic and driven Recruitment and Outreach Technician to lead the charge in connecting prospective students with educational opportunities that can shape their futures.

In this pivotal role, you will be at the forefront of developing and executing our recruitment plan, working closely with your supervisor and fellow technicians to make Butte College the top choice for students from all walks of life. You'll play a key part in spreading the word about our programs and resources, engaging with students, community members, businesses, and organizations with enthusiasm and professionalism.

We're seeking someone who is adaptable, with the ability to manage a flexible schedule that meets the needs of our diverse audiences. You'll need to be a skilled communicator, comfortable with public speaking in both large and small settings, whether in person or virtually. Your cultural competency and experience working with diverse populations will be essential as you help us build inclusive and welcoming educational pathways for all.

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer, the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m., with Friday off.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

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REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

DIVERSITY QUALIFICATION:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS:

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

REQUIRED ATTACHMENTS:

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE:

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.
- **Foreign Transcripts:** If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website](#).
- **Equivalency:** If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

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PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please review the [Fringe Benefit Summary](#).

Benefits are pro-rated for less than full-time employees.

Summary of Leaves and Accruals

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MSC (Management, Supervisory & Confidential)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation - 15.34 hours per month (maximum accrual 400 hours)

Personal Business - 8 hours

Community Service - 3 days**

Sabbatical**

Travel and Conference**

CSEA (Classified Staff) and BCPOA (College Police Officers)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation (maximum accrual 400 hours)

- 0 to 5 years - 88 hours
- 6 to 10 years - 128 hours
- 11 to 14 years - 168 hours
- 15+ years - 184 hours

Personal Business - 8 hours

Community Service - 3 days**

Travel and Conference**

Optional Leave Conversion**

BCEA (Full-time Faculty)

Sick Leave - 8 hours per month; accrues indefinitely

Banked Leave **

Job Sharing **

Reduced Workload **

Sabbatical **

*** Require prior approval and must meet certain criteria*

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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